

Checklist for Small Project Submissions

The following is a list of items that need to be submitted for any project valued at sixty thousand (\$64,999.00) dollars or less. This is not the complete list, but only a reminder of general categories along with items that are frequently omitted or submitted incomplete.

Please submit this completed checklist, along with an application, appropriate review fee, and all the required information needed to fully define the proposed project and how it conforms to the governing regulations.

- ☐ Submit a completed Construction Review Services (CRS) application and the appropriate review fee (WAC 246-314-990).
- ☐ Provide a written functional program describing the clinical, diagnostic, and/or treatment services to be provided.
- ☐ Submit 2 sets of coordinated architectural, mechanical, electrical, fire sprinkler and fire alarm plans, and 1 copy of diagrams, hydraulic calculations, computations, specifications, and other information as required by Section 106.3.2 of the Uniform Building Code. (NOTE: Drawings may be required to be prepared and stamped by a licensed architect/engineer.)
- ☐ Site plan with sufficient details showing location of structure(s), location of utility lines, outside trash container storage, driveways, parking areas, sidewalks, exiting pathways, and covered access to the building(s) for emergency medical vehicles.
- ☐ **Architectural Drawings (2 sets)**
 - ☐ General building data: occupancy group(s) and type of construction
 - ☐ Floor Plans with sufficient clarity to indicate the location, nature, and extent of proposed work.
 - ☐ Floor plans with rooms identified by number, name, and extent of department.
 - ☐ Floor plans identifying suites as defined by UBC, and rated exit ways.
 - ☐ Floor plans properly dimensioned and drawn to scale.
 - ☐ Floor plans identifying furniture and equipment placement.
 - ☐ If planned, kitchen plans with kitchen equipment identified along with all utility connections and a sample menu.
 - ☐ Floor plan and/or schedule identifying floor, wall and ceiling finishes, including but not limited to, information on carpeting including manufacturer's specifications and radiant panel test.
 - ☐ Doors identified on the floor plans with a door schedule and a finish hardware schedule.
 - ☐ Windows/relites identified on the floor plans with size, glass type, and windowsill height.
- ☐ **Mechanical (HVAC)/Plumbing Drawings (2 sets)**
 - ☐ Floor plans with rooms identified by name and number.
 - ☐ Floor plans showing heating system type with equipment schedules, supply registers, return air grille locations, fire/smoke dampers, and air volume at each outlet, filtration, and outdoor air intake spacing from exhaust outlets.
 - ☐ Floor plans with exhaust fan locations, sizes, air volume, and control noted.
 - ☐ Floor plans locating/identifying plumbing fixtures by make and model.
 - ☐ Floor plans locating back flow protection and which fixtures they regulate.
 - ☐ Floor plans showing a handwash sink between the room entry and the patient bed if the project is located in a hospital or nursing home.



Construction Review Services

P.O. Box 47852
Olympia, WA
98504-7852

tel: 360-236-2944
fax: 360-236-2901
email: fslcrs@doh.wa.gov

www.doh.wa.gov/crs

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Subject to change without notice.

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- ❑ **Electrical Drawings (2 sets)**
 - ❑ Floor plans with rooms identified by name and number.
 - ❑ Electrical light fixtures, light switches, and exit sign locations.
 - ❑ Electrical outlet types and locations (GFCI, Tamper Resistant, etc.).
 - ❑ Communication and nurse call systems.
- ❑ **Fire sprinkler system** drawing(s) including the location, type, and manufacturer of each sprinkler head, along with hydraulic calculations and catalog cuts. Plans must be STAMPED and SIGNED by the system designer. Proposed location of devices must be submitted with construction drawings for review. Shop drawings shall be submitted before installation.
- ❑ **Fire alarm system** drawing(s) indicating the location, type, and manufacturer of each annunciation, power connection, battery calculations, conductor types and sizes, voltage drop calculations, catalog cuts, alarm/strobe, smoke detector, heat detector, and alarm panel. Also include the name and information of who will receive off-premise transmission of alarms. Proposed location of devices must be submitted with construction drawings for review. Shop drawings shall be submitted before installation.

Reviews are given a 28-day target date. The goal of CRS is to receive, review, and approve your small project within the initial 28-day review. This can be accomplished by your quick response to all questions and requests for additional information presented by the small projects plan reviewer.

All re-submittals must contain written responses to each CRS review comment, in addition to 2 sets of drawings (if requested).

Project status is available online at www.doh.wa.gov/crs throughout the review. If you have any questions, please contact CRS at (360) 236-2944. Please mail all materials to:

Mailing Address	Physical Address
Department of Health Facilities and Services Licensing Construction Review Services P.O. Box 47852 Olympia, WA 98504-7852	Department of Health Facilities and Services Licensing Construction Review Services 310 Israel Road, S.E. Mail Stop 47852 Tumwater, WA 98501

Construction Review Fees (revised July 8, 1995)

Project Cost			Review Fee
\$	0	to \$ 999	...\$ 120
\$	1,000	to \$ 1,999	...\$ 250
\$	2,000	to \$ 2,999	...\$ 325
\$	3,000	to \$ 4,999	...\$ 410
\$	5,000	to \$ 9,999	...\$ 530
\$	10,000	to \$ 19,999	...\$ 665
\$	20,000	to \$ 29,999	...\$ 820
\$	30,000	to \$ 39,999	...\$ 975
\$	40,000	to \$ 49,999	...\$ 1,125
\$	50,000	to \$ 64,999	...\$ 1,325

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“Construction Review Services protects and improves the health and safety of people in Washington by providing professional consultation and review for the design and construction of licensed or certified care facilities for our customers.”